



INDIANA STATE FAIRGROUNDS ★ 1202 EAST 38TH STREET ★ INDIANAPOLIS, IN 46205

TITLE: SIGN SHOP INTERN

INTERNSHIP DATES: May through August, start and finish dates are negotiable.

Paid Internship

GENERAL DESCRIPTION:

Sign Shop interns report to the Sign Shop Coordinator. A Sign Shop intern designs and produces projects for the State Fairgrounds events and the Indiana State Fair while providing excellent customer service to all whom we serve.

RESPONSIBILITIES:

1. Designs and produces signs and banners for Fairgrounds events and all Fair departments.
2. Cleans and repairs signage.
3. Assists with sign and banner inventory and maintains supplies and materials.
4. Assists the Graphic Artist as necessary.

QUALIFICATIONS:

The incumbent must be 18 years of age or older, and be able to work extended hours including Saturday and Sunday when necessary. The Sign Shop team must work well together and provide excellent customer service. Knowledge of graphic design programs is helpful but not required. Excellent attitude and work ethic is required.